

# COLUMBUS POLICE DEPARTMENT

## JOB DESCRIPTION

**POSITION:** Part-Time Meter Attendant (Civilian Position)  
**FLSA:** Non-Exempt - Part-Time  
**WAGES:** \$10.66 - \$15.54 per hour

### Position Summary:

- A Meter Attendant is familiar with the types of parking violations and locations of parking enforcement throughout the city of Columbus. The Meter Attendant issues parking warnings and tickets to those who violate parking regulations, maintains and enters data, prepares paperwork, appears in court, and interacts with the public in a respectful and courteous manner. In addition, as a possible initial contact to the department, the Meter Attendant must be able to respond to complaints and requests for information. This is a part-time position and does not include any benefits (such as health insurance, paid time off, holiday pay, etc.). This employee shall work no more than 1559 hours per year, as measured by the "Payroll Year" calculated by the Clerk-Treasurer's Office.

### Job Requirements:

- Must possess a high school diploma or equivalent.
- Must not have a felony conviction
- Must have a valid driver's license
- Must have an excellent driving record that allows coverage by City's insurer
- Must be a United States citizen
- Must be able to read personnel policies and procedures.
- Writing/typing skills are necessary.
- Must be proficient in using a computer in order to process and maintain information; utilizes word processing and data process software to prepare correspondence, reports and to store data.
- The physical skills necessary include seeing, hearing radio traffic from officers or dispatch on potential violations and ability to walk large areas to check for potential violators.
- Work environment is primarily outdoors and may involve occasional exposure to adverse climatic conditions. (i.e. rain, snow, heat, etc.)
- Must be able to effectively and courteously respond to complaints and requests for information from police officers, co-workers and citizens.
- Must be able to enter, correct and retrieve data from a computer with speed and accuracy.
- Must follow all policies/procedures outlined in the City of Columbus Employee Personnel Booklet and Columbus Police Department General Orders, Policies, Rules and Regulations and directives.
- Must maintain confidentiality.

### Essential Position Responsibilities:

- Answer inquiries relating to police department services and statistics.
- Refers questions from people to appropriate source.
- Monitor designated public areas of the City for routine parking enforcement in accordance with State Laws, City Ordinances and Codes, and Departmental Rules and Regulations.
- Monitor designated private property (i.e. shopping centers) for handicap violations and fire lane violations.
- Must be able to issue and explain citations to general public as well as give general directions on handling of citations to general public.
- Operate a motorized vehicle in order to monitor some designated areas of enforcement.
- Ability to communicate with police officers to request assistance when needed as well as general public, who in some cases may be hostile, in a firm, calm and courteous manner.
- Respond to parking complaints from public.
- Enforce parking and other assigned ordinances in a fair and impartial manner.
- May be required to attend training sessions to obtain and maintain compliance with department standards (i.e. computer related training, etc)
- Enter all issued citations into computer database.
- Testify in court on unpaid parking tickets or general public wishing to contest the ticket.
- Perform any other related assignment.

**Confidentiality:**

As an employee of the Columbus Police Department it is likely that in the performance of job duties, information that is confidential in nature will be observed. This information would include any information that the general public would not have access to. It shall be considered confidential if the release of this information could in any way compromise the successful outcome of a police call for service or investigation, or if the person relaying the information advised the information was confidential. Violation of confidentiality violates Rules and Regulations of the City of Columbus as well as potential State and Federal Violations.

**General sign-off:** The employee is expected to adhere to all departmental and City policies. I have read and understand this explanation and job description. I understand this is a non-exempt, part time position (less than 1559 hours per payroll year) with no benefits and that I am free to apply at any time for any full time position at the city by visiting the Personnel Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_